

MILPERSMAN 1300-070

ADMINISTRATION OF ARMY AND AIR FORCE MEMBERS PERFORMING DUTY WITH THE NAVY

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Reference	(a) Manual for Courts-Martial United States, Paragraph 13 (b) Uniform Code of Military Justice (UCMJ), article 15 (c) Army Regulation 623-3 Evaluation Reporting System (d) AR 623.3 (e) Army Regulation 690-400, Chapter 4302, Total Army Performance Evaluation System (f) DA PAM 623-3 Evaluation Reporting System
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1. **Purpose.** This article provides guidelines for commanding officers (CO) of naval activities in the procurement, accounting, and administration of Army and Air Force members performing duty with the Navy. Nothing in this article is intended to pertain to the administration of Army or Air Force members assigned to the following:

- a. International staffs;
- b. Joint staffs;
- c. Joint activities;
- d. Joint agencies; or
- e. Joint committees.

2. **Process**

a. A CO requiring the services of Army or Air Force members (officer or enlisted) must submit a request for an allowance to Chief of Naval Operations indicating:

- (1) Billet description;
- (2) Billet number;
- (3) Grade;
- (4) Branch of Service;
- (5) Justification for assignment; and
- (6) Whether duty will be of a continuing nature.

b. Upon approval of the request, a representative of the Department of the Army or the Department of the Air Force will coordinate the request and issue an allowance within the ceiling allowed by the respective Service. Strength accountability for Army members on duty with the Navy will be maintained by the Army unit to which attached, except for those members accounted for by the Adjutant General; Headquarters, Department of the Army.

c. Upon approval of an allowance and when available, the appropriate Service will order members to the naval activity for assignment by the CO.

3. **Tour Length**

a. See table for normal tours of duty with the Navy.

Branch of Service	Minimum	Maximum
Army	18 months	36 months
Air Force	24 months inclusive of training	36 months

b. Adjustments of tour lengths will be based on mutual agreement between the departments of the affected Services.

4. **Billet Requirement**. When a billet is no longer required or a change in the billet requirements is desired, the CO of the naval activity must notify Chief of Naval Personnel (CHNAVPERS)

of the changes a minimum of 6 months advance of the incumbent's projected rotation date (PRD). Parent Navy commands will submit DA 872 Requisition for Individual Officer Personnel, 6 to 10 months prior to incumbent's PRD to ensure a replacement officer is identified. DA 872 may be accessed by using the following Web address:
http://armypubs.army.mil/eforms/DA0001_to_DA1299_1.html.

5. Administrative Policy

a. Each member of the Army or Air Force assigned to a permanent tour of duty with the Navy will be attached to a parent service unit for administration. This unit, referred to in the Army as the administering agency and in the Air Force as a carrier unit, will be designated in assignment orders by each member's Service.

b. Personnel records of officers and enlisted members will be in the custody of and maintained by the administering agency or carrier unit. Changes in personal status of Army or Air Force member (i.e., marital status, children, address, or such other data required to be entered in personnel records) will be handled through the administering agency or carrier unit.

6. Correspondence

a. Correspondence initiated by Army or Air Force members will be forwarded, via the CO of the naval activity, to the designated agency or carrier unit which will take action or endorse the correspondence to the respective department for further action (requests for change of duty, schools, promotions, etc.).

b. Correspondence concerning relief of members and other matters requiring action on departmental level will be sent to CHNAVPERS for action.

c. Copies of all official correspondence will be forwarded to the administering agency or carrier unit. Information which would normally be brought to the attention of all Army or Air Force members (i.e., copies of publications, regulations, and required blank forms) will be provided by the administering agency or carrier unit to the naval activity (as necessary) for dissemination to and administration of Army and Air Force members.

7. **Leave Authorization.** Granting of leave will be controlled and the leave authorization issued by the CO of the naval activity. All requests for leave for Army members will be forwarded by the CO of the naval activity to the administering agency for a check of the member's record to determine if sufficient leave credits permit taking leave. The administering agency will inform the CO of the naval activity by return endorsement. Upon return of the member from leave, the original leave authorization, with the hour and date of departure, and return noted, must be sent to the administering agency.

8. **Pay Support**

a. Army members will continue to receive pay support from an Army finance and accounting officer while performing duty with the Navy. The administering agency will determine the appropriate finance office for this purpose.

b. Pay records for Air Force members must be maintained by the carrier unit or the Air Force accounting and finance office at the nearest military personnel flight or military personnel section for Defense Finance and Accounting Services (DFAS) transactions.

9. **Medical Care**

a. Health records of Army and Air Force members will be maintained by the medical facility which maintains the health records for members of the naval activity.

b. The Air Force carrier unit will notify Air Force members when physical examinations are required. These examinations must be conducted by a medical officer of any branch of the Armed Forces, and must be recorded on SF 88 Medical Record - Report of Medical Examination. Two copies of this report must be forwarded to the carrier unit. SF 88 may be accessed by using the following Web address:
<http://www.gsa.gov/portal/forms/type/SF>.

10. **Clothing and Equipment for Army Members.** Enlisted Army members will receive necessary clothing and equipment or replacement thereof, through a system to be arranged by the CO of the naval activity, the administering agency, and the senior Army officer performing duty with the Navy command.

11. **Discipline.** Army and Air Force members performing duty with the Navy will be governed by the following provisions, concurred in by the Departments of the Army and Air Force:

a. In general, jurisdiction by a Navy CO over personnel of the Army or Air Force should be exercised **only** when the accused cannot be delivered to the Army or Air Force without manifest injury to either Service (see reference (a)). Accordingly, a Navy CO may initiate appropriate court-martial action to avoid manifest injury to either Service.

(1) No such court-martial will be convened for a member of the Army or Air Force; however, without prior notification of CHNAVPERS.

(2) In all other cases, when it is determined that disciplinary action should be taken by court-martial, a request must be made to the Department of the Army or the Department of the Air Force via CHNAVPERS to have the member concerned relieved from duty with the Navy. Such requests should contain full supporting data.

b. As a matter of policy, nonjudicial punishment (under the provisions of reference (b)) should not be imposed by a commander of one Service upon a member of another Service. When it is determined that nonjudicial punishment should be administered, a request must be made to the Department of the Army or the Department of the Air Force via CHNAVPERS to have the member concerned relieved from duty with the Navy, or ordered to temporary additional duty (TAD) with the administering agency or carrier unit, or with the nearest Army or Air Force command whose CO is authorized to impose nonjudicial punishment.

(1) When both such transfers are impractical, and the need to discipline the Army or Air Force member concerned is deemed urgent, nonjudicial punishment may be imposed by the appropriate Navy CO who must, in their discretion, determine when the required impracticality of transfer and urgency of discipline exist.

(2) A report of these determinations, the reasons therefor, and the circumstances surrounding the punishment must be made to the Department of the Army or the Department of the Air Force via CHNAVPERS as soon as practical.

Note: This article does not limit a Navy CO in the use of non-punitive measures which a CO is authorized to use to further the efficiency of the command, such as exhortations, disapprovals, criticisms, or oral admonitions or reprimands not intended to become part of the permanent record of the member concerned.

12. **TAD**. Upon reporting and detachment of an Army or Air Force member, the CO of the naval activity must send one copy of the member's orders with endorsements to CHNAVPERS and one copy to the administering agency or carrier unit. TAD orders in connection with Navy matters will be originated and funded by the CO of the naval activity to which Army or Air Force members are attached. The Department of the Army or the Department of the Air Force must fund and issue orders to Army or Air Force members for Army or Air Force sponsored TAD.

13. **Efficiency Report for Army Personnel**

a. The administering agency will request the CO of the naval activity to submit an efficiency report using DA Form 67-9 U.S. Army Officer Evaluation Report and reference (c) on the annual report date for each Army officer assigned. Navy raters will prepare Army personnel evaluations per reference (d); for Army civilian evaluations use reference (e). DA Form 676-9 may be accessed by using the following Web address: http://armypubs.army.mil/eforms/DA0001_to_DA1299_1.html.

b. Efficiency reports for other than annual periods (detachment of the reporting senior, detachment of the officer, and other cases as prescribed in reference (c)) will be initiated by the CO of the naval activity and sent to the administering agency in the same manner as described above. The distribution of DA Form 67-9 and reference (c) to the appropriate naval activity will be the responsibility of the administering agency.

c. The administering agency will request the CO of the naval activity to submit (on dates required) an enlisted efficiency report using DA 2166-8 NCO Evaluation Report, DA 2166-8-1 NCOER Counseling and Support Form, and reference (c) and (f) for each Army enlisted member assigned. DA 2166-8 and 2166-8-1 may be accessed by using the following Web address: http://armypubs.army.mil/eforms/DA1300_to_DA2199_1.html. Such reports must be initially prepared by

(1) a member who has supervised the Army member for a minimum period of 30 calendar days; and

(2) who is pay grade E-6 or above, and at least one pay grade higher than the Army member.

d. Each report must be reviewed by a warrant or commissioned officer in the direct line of supervision and sent to the administering agency for processing. Distribution of DA 2166-8, and reference (c) and (f) to the naval activity is the responsibility of the administering agency.

14. **Performance Report for Air Force Personnel**

a. It is the responsibility of the Air Force carrier unit to request the CO of the naval activity to complete AF 707 Officer Performance Report (LT Thru COL) at the appropriate times for each Air Force officer assigned. AF 707 may be accessed by using the following Web address: <http://www.e-publishing.af.mil/>.

b. The instructions for preparing the report will be furnished by the carrier unit. The effectiveness report should be originated by the immediate supervisor of the Air Force officer, endorsed by the immediate supervisor of the preparing official, and forwarded to the carrier unit.

15. **Receipt of Naval Awards**

a. Recommendations for Army members to receive Navy awards for heroism or meritorious service/achievement must be sent to the following address for concurrence prior to approval:

Adjutant Department of the Army Attn: ACPB-AB Washington, D.C. 20310

Eligibility of Army members for service awards, campaign medals, and qualification or special skill badges (applicable to all services or peculiar only to the Department of the Army) will be determined by the administering agency. Navy service awards and qualification or special skill badges may be awarded to Army members without referral to the Department of the Army.

b. COs of naval activities may present awards or letters of commendation to Air Force members attached to their command as prescribed by Navy directives.

c. One copy of the announcement of such an award must be sent to the administering agency or carrier unit for inclusion in the member's record.

16. **Expiration of Enlistment for Army Personnel**

a. The administering agency will notify the CO of the naval activity 3 months in advance of the expiration of enlistment for Army enlisted members assigned. The CO of the naval activity will send this information to CHNAVPERS, indicating the desires of the member as to

- (1) reenlistment for other duty;
- (2) separation; or
- (3) reenlistment for the same duty.

b. In the case of reenlistment for the same duty, the recommendation of the CO of the naval activity will also be included.

17. **Personnel Casualty Report.** The administering agency or carrier unit may be contacted in the event of death or serious/very serious injury, per MILPERSMAN 1770-010, of an Army or Air Force member. The casualty must be reported using the procedure outlined in MILPERSMAN 1770-030.